

DATE: September 22, 2005  
TO: All Shared Neutrals  
FROM: Cindy Hillman, Executive Director  
RE: SHARED NEUTRALS REFRESHER TRAINING

**WEDNESDAY, NOVEMBER 3, 2005**  
**8:00 A.M. - 4:30 P.M.**  
**ENVIRONMENTAL PROTECTION AGENCY**  
**901 N. 5<sup>TH</sup> STREET, ROOM 2240 A & B**  
**KANSAS CITY, KS**

The Greater Kansas City Federal Executive Board's ADR Subcommittee is sponsoring a refresher training for all Shared Neutrals. **ATTENDANCE IS MANDATORY FOR ALL NEUTRALS TO REMAIN IN THE SHARED NEUTRALS PROGRAM.**

The tentative program will include discussion on confidentiality in mediation, conflict management, and group mediation. The program will also include shared neutrals program reviews and mediator roles and responsibilities.

Pre-registration is required. The registration fee of \$35.00 covers the cost of the training, materials and a luncheon. Registration deadline is October 17, 2005. Parking will be available at the City parking lot, 4<sup>th</sup> and Minnesota (North side of EPA.) Parking is complimentary.

If you have any questions regarding the program or registration please contact the FEB office at (816) 823-5100.

**REGISTRATION FORM**  
**SHARED NEUTRALS REFRESHER TRAINING**

NOVEMBER 3, 2005 \*\* 8:00 – 4:30 PM  
ENVIRONMENTAL PROTECTION AGENCY  
901 N. 5<sup>TH</sup> STREET, KANSAS CITY, KS

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Registration constitutes a final commitment for the conference. There will be no reimbursement of registration fees due to cancellation or no shows. If you are unable to attend, an alternate representative from your agency will be welcome. NO registrations will be accepted by phone. Deadline for registration fees and payment is COB October 17, 2005.

THE REGISTRATION FEE OF \$35.00 INCLUDES TRAINING, MATERIALS, AND A LUNCHEON. Payment is due prior to the conference date. Faxed reservations are accepted if they contain COMPLETE billing information (Training form #1556, item B and Form #182, item 23.)

Arrangements for individuals with special needs, i.e., interpreter, special meals, MUST be made in writing and sent to the Federal Executive Board Office along with the registration form. Special requests must be received 2 weeks prior to the function.

**PREFERRED METHOD OF PAYMENT:**

\_\_\_\_\_ **Check/Money order.** Make payable to Federal Executive Board. *All returned checks will be subject to a \$25.00 service fee to be paid by money order or cashier check.*

\_\_\_\_\_ **Our Purchase Order(s) and/or Training Form(s) are attached.**

\_\_\_\_\_ **Charge my Credit Card** \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Credit Cards will be processed approximately one week prior to the conference.*

**NAME OF ATTENDEES**

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|    | Name  | Agency | Phone # | E-Mail Address |
|----|-------|--------|---------|----------------|
| 1. | _____ | _____  | _____   | _____          |
| 2. | _____ | _____  | _____   | _____          |
| 3. | _____ | _____  | _____   | _____          |
| 4. | _____ | _____  | _____   | _____          |

PLEASE PRINT CLEARLY OR TYPE YOUR NAME AS YOU WISH IT TO APPEAR ON NAME TAG.

THE FEB WILL PROVIDE AN EMAIL CONFIRMATION TO ALL INDIVIDUALS REGISTERED.

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SEND CHECK, TRAINING FORM OR P.O.'S AND COMPLETED REGISTRATION FORM(S) TO:

**FEDERAL EXECUTIVE BOARD**

1500 E. Bannister Road, Ste. 1176

Kansas City, MO 64131

Phone: (816)823-5100 \*\* Fax: (816)823-5104

\*\* We suggest you wear layered clothing to ensure comfort since meeting room climates often vary.  
\*\* To FAX: Please fax this completed form along with P.O. #(s) or 182's/1556's or one blanket form for several names. If paying by check, fax a copy of the check with completed registration form.